

Location

Helena

Capitol
Complex

Mitchell
Building

Available Credits

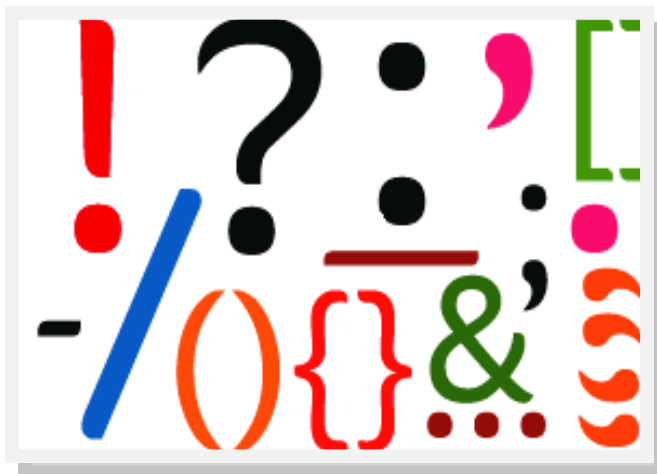
POST Credit



Continuing
Education

OPI Renewal
Units

Punctuation for Clarity



Helena, MT

DATE

Wed., August 27, 2014

8:30 a.m. — noon

COST

Investment is \$95

(Discounts for three or more attendees from one organization)

REGISTER

Online:

<http://pdc.mt.gov/register.mcp>

Phone: (406) 444-3871

E-mail: pdc01@mt.gov

Punctuation helps organize the content of writing for the reader. Proper punctuation increases the clarity of written communication and avoids problems of ambiguity and misinterpretation. In this half-day class, we'll focus on the following skills:

- When to use commas for clarity (in a series, in a parenthetical phrase, between independent clauses)
- How to use colons and semicolons correctly
- Where to properly place quotation marks
- How to use apostrophes carefully
- When to properly use hyphens, dashes, and parentheses
- When to use punctuation with "that" and "which"

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